



Application Fee (\$25.00): _____ Permit #: _____

City Of Fredericksburg
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
715 Princess Anne St., P. O. BOX 7447
Fredericksburg, VA 22404
(540) 372-1179

CERTIFICATE OF ZONING USE PERMIT

Name and Address of Applicant (please print): _____

_____ Telephone: _____

Name of Proposed Business (please print): _____

Address of Proposed Business (please print): _____

Proposed use of property: _____

Previous use of property: _____

Provisions for parking/number of spaces: _____ If restaurant proposed number of seats: _____

Property Zoning: _____ Area to be occupied (square feet): _____

Proposed Opening Date: _____

APPLICANT Signature: _____ **DATE:** _____

PROPERTY OWNER Name (please print): _____

PROPERTY OWNER Signature: _____ **DATE:** _____

BUILDING INSPECTION REQUIRED: A change in the use of a building or property requires that the applicant obtain a Change of Use Inspection from the Building & Development Services (540)372-1080. The Certificate of Zoning does not take the place of any other permits or licenses required by the City Code or other applicable regulations. Violation of any of the provisions of this Certificate will result in its revocation.

SIGNS: If signs will be erected, re-lettered or replaced a sign permit must be obtained from the Department of Building & Development Services. Additionally, if the business is located within the Historic District, approval must first be obtained from the City's Architectural Review Board - call 540/372-1179 for information).

CITY BUSINESS LICENSE REQUIRED: Before conducting a business within the City of Fredericksburg, one must first obtain the required Business License from the Commissioner of Revenue's office (540) 372-1004.

FOR OFFICIAL USE ONLY

☐ **Zoning Use Approved under Category/Code Section:** _____

☐ **Certificate of Zoning Use Permit Denied:** _____

Comments: _____

ZONING ADMINISTRATOR: _____ **DATE** _____

Copy to: ☐ Building & Development Services
☐ Commissioner of the Revenue

☐ Fire Marshal
☐ Tourism/Economic Development

☐ Police (Lisa Hudson)
☐ Police (Tom Worthy)

PERMITS REQUIRED

CERTIFICATE OF ZONING USE

Before occupying any new building, changing uses or businesses in a building all businesses or individuals must first obtain a Certificate of Zoning Use Permit from the Zoning Officer, City Hall, Room 213. This approval is required to verify that the proposed use or business is a permitted use within the zoning district.

In addition, before occupying the building the applicant must ensure an Occupancy Permit for the proposed use is on file in the City Building & Development Services Department. The Building Official can help to determine what building improvements are required for the intended use of the building.

BUILDING PERMITS REQUIRED

Anyone who wishes to build a new building or structure, to make additions, alterations, or to change the use of an existing building, or other temporary structures must first obtain a Building Permit from the Department of Building & Development Services, City Hall Room L6, Lower Level. All work proposed within the Historic District requires a Certificate of Appropriateness from the Architectural Board before a permit will be issued.

Anyone with questions concerning the Building Permit process, whether or not a building permit would be required, information about permit fees, and applicable Building Code regulations may discuss these matters with the Building Official or Building & Development Services Director by calling (540)372-1080.

SIGN PERMIT REQUIRED

A Sign Permit is required for all signs erected or placed on property or buildings in the City. Sign Permit Applications are available in the Building & Development Services Department, City Hall, Room L6, Lower Level. All signs proposed within the Historic District require a Certificate of Appropriateness from the Architectural Review Board before a sign permit will be issued.

BUSINESS LICENSE REQUIRED

A Business License is required for anyone wishing to operate a business within the City. Business License Applications may be obtained in the Commissioner of the Revenue's office, Room 102, City Hall, (540) 372-1004. A Certificate of Zoning Use Permit approval must be obtained before a business license will be issued.

FOR INFORMATION

Zoning Officer, City Hall, Room 213, 372-1179
Architectural Review Board, City Hall, Room 209, 372-1179
Commissioner of the Revenue, City Hall, Room 102, 372-1004
Building & Development Services, City Hall, Room L6, 372-1080